

STEPS IN THE PLACEMENT PROCESS DURING LAYOFF

1. Identify viable placement options

During the layoff process, viable vacancies are identified so that they may be used as placement options for impacted employees. For layoff purposes, permanently funded positions filled by limited-term, training and development, or Retired Annuitant assignments are considered vacant and viable for facilitation of placements. Employees in limited term positions will be returned to their former position (the position they last held on a permanent or probationary basis), if applicable.

2. Prepare placement option worksheets for each impacted employee

Placement options will be provided to impacted employees. These options are unique to each employee's specific circumstances, such as their current classification, primary, and personal demotional patterns. If you elect placement in your current classification, you will be competing with all impacted employees based on your seniority. Placements will be awarded by seniority. Therefore, we encourage employees to select as many options as possible in priority order.

3. Placement Options Worksheet

Employees subject to placement or redirection will be provided an Options Worksheet, which is enclosed in this packet. Employees must make their placement decisions on the worksheet and all Options Worksheets must be received by the Resource Planning and Reduction Section (RPRS) via facsimile no later than the date specified on the Options Worksheet.

4. Placement Options Meetings

A 20 minute meeting is scheduled with each impacted staff to discuss placement options unique to the employee. These meetings will be conducted in person or via telephone depending on location. The specific location(s), dates, and times will be released once the meetings have been scheduled. You will be notified by your Institutional Personnel Officer or your Personnel Liaison of your scheduled meeting.

If you have questions after your placement options meeting, you may contact the RPRS Communications Center Monday through Friday, excluding holidays, from 8:00 a.m. until 5:00 p.m. at 877-297-5599.

5. Written Notification of Placement or Layoff

Upon completion of all placement option meetings, determination of placement will be based on seniority. Should there be no placement option for an employee, he/she will be laid off. The notification of placement or layoff will be mailed to each employee at least 30 days prior to the layoff date. Employees that receive placement notices will be informed of their reporting date, location and contact information.

6. Reemployment Process

An employee, who is laid off, elects to demote in lieu of layoff, or voluntarily transfers to a work location more than 51 miles from their current work location, may be placed on the appropriate reemployment lists for the classification the employee was laid off or demoted in lieu of layoff from. In addition, appropriate reemployment list eligibility may be provided for all classes through which the employee was given demotional rights during layoff, if applicable. Employees appear in seniority order on all reemployment lists. Employees will remain on the reemployment list for 5 years or until the employee is hired into a permanent position from the reemployment certification list.